



## Human Resources Technician

**Department:** Human Resource Management

**EEO Code:** 26

**Class Code:** 1612

**FLSA:** N

**Effective:** 01/12/1996

---

### **GENERAL STATEMENT OF DUTIES:**

Under general supervision; performs work of moderate difficulty in verify, updating and disseminating human resource management information and providing office support to functional areas; and performs other work as required.

### **SPECIFIC STATEMENT OF DUTIES:**

Compiles payroll data from time sheets and other records; reviews wages computed and corrects errors to ensure accuracy; enters data into computer; compiles and maintains personnel records; updates employee files to document personnel actions; examines employee files to answer inquiries and provide information to authorized persons; researches and answers inquiries concerning employee benefits and administrative policies and procedures; compiles data from personnel records and prepares reports; processes personnel action forms; assists with employee orientation and processes related paperwork; coordinates volunteer program; and performs other work as required.

### **REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:**

Some knowledge of the principles and practices of human resource management; good knowledge of maintaining human resource information records; of training personnel. Working skill in the operation of word processing equipment and other automated office systems; in developing and maintaining effective working relationships with internal and external customers; in operating office equipment.

### **MINIMUM EDUCATION AND EXPERIENCE:**

High school diploma and two years of experience in an office environment, preferably in human resources; or an equivalent combination of training and experience.

### **ADDITIONAL REQUIREMENTS:**

None.

<p>This class specification is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.</p>
---